

# STEPS IN OBTAINING A SEPTIC PERMIT

Guide provided by: Spencer County Health Department

---

1. Obtain a soil survey from a Registered Soil Scientist. (see list) A copy of the soil test report will be sent to you, as well as, the Health Department. You will need to provide this report to your chosen installer. **YOU MUST PERMANENTLY MARK EACH SOIL BORING UNTIL INSTALLATION OF THE SYSTEM IS COMPLETE. IF BORINGS ARE NOT PERMANENTLY MARKED AND VISIBLE, A NEW SOIL TEST WILL BE REQUIRED.**
2. Apply by submitting the following to the Health Department:
  - ☐ Completed application (with correct parcel number)
  - ☐ \$50.00 application fee (made payable to SCHD)
  - ☐ Copy of RECORDED property deed
  - ☐ Copy of house plans (letter size)
3. After submissions are reviewed, a SPEC sheet will be mailed to you or your installer of choice in the envelope you have provided.
4. Mow/bush hog site if needed. Otherwise, **DO NOT** disturb site.
5. Select a Certified Septic System Installer. (see list) Your installer will submit a plan of design and schedule a layout inspection with Health Department.
6. Once layout is approved, a septic permit is issued. The septic permit is needed to begin septic construction and to obtain building permit.